

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 14	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> June 5, 2013
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<b>Position Title:</b>	<b>Project Management Specialist (OHP)</b>
<b>Position Number:</b>	<b>92-04</b>
<b>Duration:</b>	<b>One year with options to renew</b>
<b>Organization:</b>	<b>USAID/Office of Health &amp; Population (OHP)</b>
<b>Salary Potential:</b>	<b>FSN-11</b>
<b>Application Deadline:</b>	<b>6/23/2013</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Starts at LE 155,867 Gross Per Annum This amount includes Taxes</b>

## MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Senior Health Project Management Specialist and member of the Office of Health and Population (OHP), which implements activities to achieve Strategic Objective 20 (SO20) "Healthier, Planned Families". The incumbent provides the full range of strategic leadership, technical, analytic, project design and project management services in the broad technical areas of maternal, newborn and child health and family planning and reproductive health. The incumbent is a senior health professional with wide-ranging contacts across the Egyptian health sector, and provides expert-level strategic and technical advice as well as practical-level tactical advice to achieve desired outcomes.

### A. Program and Project Activities

The incumbent designs, develops, implements and manages projects in Egypt focused on improving family planning, reproductive health, and maternal, newborn and child health. The incumbent provides the full range of strategic, analytic and technical conceptualization functions for the OHP in these technical areas. The incumbent serves as the office's point of contact for these technical areas.

S/he drafts letters of understanding and other program-related documents for government to government agreements between USAID and Egyptian government entities. After mission approval, the incumbent negotiates terms with Egyptian Ministries or other Egyptian officials. The incumbent drafts statements of work (SOWs) for carrying out related studies and providing technical assistance.

The incumbent provides technical and administrative oversight of multiple awards, monitors contractor and/or grantee progress in achieving program objectives; reviews and approves implementing institutions work plans and budgets, and recommends to the office director any changes desired in program descriptions and/or technical provisions of agreements. S/he receives and reviews periodic (monthly, quarterly, annual, etc.) reports and conducts project monitoring site visits to ensure that benchmarks and goals are being met and to monitor progress and contribution made towards OHP goals and objectives.

During site visits to monitor activities, s/he identifies and assists in resolving problems, provides guidance on USAID policies and procedures and answers questions that may arise. Following these visits, s/he prepares trip reports with findings and recommendations and supplements these with oral briefings to the Office Director, other OHP Team members and, on request, to other Mission officials including the Mission Director and Deputy Director. The incumbent evaluates implementation progress and prepares reports including the Operational Plan, Program Performance Report, Action Memoranda, acquisition and assistance documents, and all other documentation required by the Mission or AID/W. S/he evaluates fully implemented activities focusing on impact, lessons learned, problem areas and how these problems have been overcome.

The incumbent reviews and approves or modifies annual work plans and budgets developed by grantees to ensure adequate funds to meet needs. S/he reviews and analyzes expenditure vouchers submitted by grantees and/or contractors to determine accuracy and compliance with USAID regulations and award terms; approves such invoices for payment. S/he reviews and analyzes partner's technical progress reports. S/he develops periodic project status reports, including financial reports such as projected expenditures, accruals, 1311 forms, as well as quarterly reports, Program Implementation Review documents, etc. S/he participates in the development of the Performance Management Plan (PMP) for the OHP program, and in developing appropriate MCH/FP/RH indicators.

#### B. Program Design and Strategy Activities

The incumbent designs, develops and monitors program strategies, and provides periodic updates on various health sector issues covering the areas of maternal and child health, family planning, and reproductive health, showing the degree to which objectives of USAID/Egypt are being met in this area. S/he provides oral and/or written analyses and recommendations to the Office Director, Mission Director or Deputy Director and other senior USAID staff based on his/her review of funding proposals, assistance requests, strategies and policy papers and provides advice for use in modifying the program. S/he prepares input for annual reports and tracks performance against the Strategic Objective.

The incumbent provides technical leadership to the OHP in areas of family planning, reproductive health, and maternal, newborn and child health; and provides up to date information on best practices and approaches to address FP/RH/MNCH issues in Egypt. S/he assesses the need for new USAID projects; develops concept papers and proposes new projects and activities. S/he designs projects which have been approved in concept. S/he analyzes policy, institutional and technical constraints to the development and implementation of Egyptian health activities. When required, the incumbent forms and chairs Technical Evaluation Committees to analyze and evaluate offerors' proposals.

Through this process s/he develops a recommendation to the Contracting Office on the selection of implementing entities based on their suitability and responsiveness of their proposed technical intervention, as well as their ability to successfully implement a particular project.

The incumbent participates actively on the Mission's Health and Population Office, which plays a role in defining strategic directions, analyzing program performance indicator and evaluation systems, determining implementation methods and maintaining relationships with other donors and with Egyptians. S/he establishes a wide range of contacts with local organizations and, through these and other contacts, analyzes trends affecting the development of health and population programs. S/he serves as a liaison between USAID and Egyptian institutions in the establishment of performance based indicators and targets for program implementation. S/he develops position papers with recommendations to senior Mission management and provides critical input to strategy development for the SO team.

The incumbent provides specialized information and advice to the Office Director, senior management and others in the Mission, particularly technical information on MCH/FP/RH issues and the Egyptian public and private health systems. S/he also provides information and advice to senior GOE officials, donors and private sector equivalents on request or when called for. If office and/or staffing restructuring necessitates, the incumbent may supervise and mentor a lower grade locally hired staff member who manages a less demanding project, and/or a Project Management Assistant who is assigned to support the incumbent's assigned project.

The incumbent advises and assists the Office Director in identifying and addressing health issues as well as those issues concerning the Egyptian medical system. S/he liaises with other mission SO teams on cross-cutting or other appropriate issues. S/he attends and participates in international conferences, seminars and workshops as the official USAID representative. In conjunction with the Financial Management Analyst and the Program Office, the incumbent develops and manages budgets for the projects and activities for which responsible. S/he performs other related duties as required.

## 15. REQUIRED QUALIFICATIONS

### a. Education:

Master degree in health, health sciences or medicine is required.

### b. Prior Work Experience:

Minimum of five years of progressively responsible professional level experience working in the field of public health or in clinical health care (working on issues related to maternal and child health and/or family planning/reproductive health). Experience working in the Egyptian public or private healthcare system is required. Must have evidence of substantive experience in the analysis and interpretation of data and presentation of findings in written and oral form.

c. Language Proficiency:

Level IV (fluent) in both English and Arabic is required.

d. Knowledge:

A thorough knowledge of the Egyptian public sector health system, including the MOHP and its affiliate agencies is required, as well as a sound understanding of public health issues related to maternal health, child health, family planning, and/or reproductive health. Sound clinical knowledge and experience in one or more of these areas is required. Should be fully cognizant of the Egyptian political, social and economic influences that impact delivery of assistance programs.

e. Abilities and Skills:

Must have the ability to plan, develop, manage and evaluate important and sensitive programs/projects. Must demonstrate the ability to understand and apply a thorough knowledge of USAID programming policies, regulations, procedures and documentation and policy parameters. Must be able to establish and maintain an extensive range of contacts with senior-level officials in the public and private health sectors, NGOs and the donor community. Must be able to defend and represent USAID policies and programs to Egyptian counterparts and to present host country priorities and attitudes to senior USAID officials. Must have excellent interpersonal and negotiation skills, and confidence to establish contacts and operate at a peer level with senior officials in the MOHP on technical MCH/FP/RH issues and other matters related to the implementation of assigned activities. Excellent communication skills and sound judgment to effectively advise USAID and project counterparts on all aspects related to MCH/FP/RH activities. Excellent writing skills to draft project documents, implementation plans, assessments, and reports. Accordingly, computer literacy with excellent skills in document and database production. Familiarity with software frequently used by USAID (Windows, Word, Excel, PowerPoint) is required. Good analytical skills to apply analytical, evaluative, and research methods to program development and problem solving, including the ability to accurately define problems and offer feasible solutions. Good management skills to effectively manage his/her areas of responsibility. In addition to the ability to work effectively as a team member, incumbent must also be highly motivated and able to work proactively as a “self starter.”

f. Post Entry Training:

If not already trained and certified, will attend the Cognizant Technical Officer (CTO) training course as well as the Activities Management course and other courses identified to enhance job performance when conducted at the Mission or available in the region. Participation in job-related seminars, workshops and development studies programs organized by USAID. Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc.; training in agency database systems and in other special areas related to duties when available.

## 16. POSITION ELEMENTS

### a. Supervision Received:

The incumbent is supervised by a USDH Health Officer who provides policy guidance, discusses assignments, and evaluates accomplishments. The incumbent functions with a high degree of independence in executing mutually agreed-upon management responsibilities and tasks. In consultation with supervisor, incumbent plans own work and establishes priorities. Work is assigned primarily in terms of desired results and suggested approaches. Performance is evaluated primarily in terms of accomplishments.

### b. Available Guidelines:

Local and U.S. laws; the Automated Directives System and other USAID regulations, the Strategic Objective plan and Mission Orders, the Mission Strategic Plan and other strategy and project documents for assistance and acquisition activities.

### c. Exercise of Judgment:

Exercises sound judgment in providing advice, making recommendations to and negotiating activities in population and health. A high degree of professional judgment is required in analyzing and evaluating proposed project activities; in advising USAID and US Embassy officers, Egyptian officials, other donors and NGOs on program and project development and implementation procedures; and in designing, implementing, managing, and evaluating activities implemented through contractors and recipients.

### d. Authority to Make Commitments:

Within the context of the field of responsibility and with the approval of the direct supervisor can initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized; however, recommendations on budgeting for new initiatives and/or modifications to contracts and cooperative agreements are considered to be authoritative and given considerable weight when decisions on financial commitments are made.

### e. Nature, Level and Purpose of Contacts:

Contacts are maintained with all levels of Mission personnel to advise and develop strategies for elements of the MCH/FP/RH program, projects and related activities, and with the Global Health Bureau staff in USAID/W. Extensive and frequent contacts, both formal and informal with high-level Egyptian public sector officials in assisting in the management of at least one component of the Mission's Population and Health strategy and in supporting the implementation of the other components of the strategy. Also maintains contacts with private sector officials up to the level of Director, CEO, or President, including local organizations, US private contractors, and PVOs for the purposes of arranging technical assistance and/or project planning, development, management, and reporting.

f. Supervision Exercised:

The position has no formal supervisory responsibility.

g. Time Required to Perform Full Range of Duties:

At least one year.

**SELECTION CRITERIA:**

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	10%
Experience*	20%
Language Proficiency*	15%
Knowledge*	20%
Skills & Abilities*	35%
TOTAL	100%

\* As per details reflected under Qualifications above.

**RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications:<http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline.

**Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

Candidates must provide in the application (DS-174) names of family members working in the Mission.

## SUBMIT APPLICATION TO

Human Resources Office  
Attention: Neveen Elias or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)<mailto:[cairojobs@state.gov](mailto:cairojobs@state.gov)>

## POINT OF CONTACT

Neveen Elias or Lamiaa Hafez  
Telephone: 2797-3001  
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph  
USAID/Human Resources Officer